



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Amend Contract for General Plan Update with Jones and Stokes Associates and Authorize Consultant to Proceed with Final Phase of Work

MEETING DATE: February 6, 1991

PREPARED BY: Community Development Director

RECOMMENDED ACTION: That the City Council consider amending the contract for the General Plan Update with Jones and Stokes Associates by increasing the contract amount \$29,928.00 and authorize the Consultant to proceed with the final phase of work.

BACKGROUND INFORMATION: In May 1990 when the City Council last amended the contract, the Consultants indicated that an additional \$15,000 to \$20,000 would be needed to complete the final phase of work which is described in Exhibit A.

During the Planning Commission's lengthy and numerous hearings on the General Plan, \$11,600 was spent for additional meetings and data not previously budgeted. The Consultants' attendance at additional meetings and preparation of special documentation was at the request of the Planning Commission.

FUNDING: \$29,928 - Contingent Fund.


James B. Schroeder
Community Development Director

JBS/cg

Attachments

APPROVED: 

THOMAS A. PETERSON
City Manager



CC-1

CC911/TXTD.01C

EXHIBIT A

Scope of Work

Task 1: Revise the Draft Lodi General Plan Land Use Diagram and Computerized Land Use Inventory

Based on recommended changes by the City of Lodi Planning Commission, the draft land use diagram and computerized land use inventory will be revised. The tables appearing in the draft policy document (dated December 1989) and draft EIR (dated April 1990) presenting general plan buildout acreage, dwelling units, and population will also be revised.

Task 2: Prepare Administrative Final Environmental Impact Report

Jones & Stokes Associates will respond to comments from the California Department of Fish and Game, California Department of Conservation, California Office of Planning and Research, San Joaquin County Department of Public Works, and Lodi Unified School District on the draft EIR and prepare a section of errata, if necessary. A summary of changes to the general plan policy document; proposed land use map; buildout acreage, housing, and population estimates; and a revised summary table of impacts and mitigation measures will also be prepared.

Ten copies of this report will be transmitted to city staff for review.

Task 3: Prepare Final Environmental Impact Report

Jones & Stokes Associates will incorporate city comments and produce 100 copies of the final EIR for distribution by the city.

Task 4: Prepare Administrative Final Background Report and Final Policy Document

Mintier & Associates will revise the housing chapter of the draft background report (dated July 18, 1990) and the housing element of the draft policy document (dated December 1989) based on HCD comments and changes recommended by the planning commission. Revisions to the housing chapter will include incorporation of city-provided data on the city's progress toward achieving the objectives of the previous housing element and building permit activity between 1986 and 1990.

Jones & Stokes Associates will incorporate revisions recommended by the planning commission into the remaining elements of the draft policy document (dated April 1990). Minor editorial improvements, clarifications, and corrections recommended by city staff and the consultants will also be made to the draft policy document.

No additional changes will be made to the draft background report beyond those described above. Changes made to the draft background report and policy document will *not* be italicized or highlighted by other means.

The revised land use diagram prepared under Task 1 will be included in the policy document.

Appendix A of the draft policy document will also be revised to reflect changes to proposed land uses recommended by the planning commission and based on comments received from the Lodi Unified School District.

Ten copies of the revised housing chapter of the background report and the entire policy document will be submitted to the city for review.

Task 5: Prepare Final Background Report and Policy Document

Jones & Stokes Associates will incorporate comments received on the administrative versions of these reports and submit 10 copies of each final report to the city for distribution to the city council.

Task 6: Attend up to Two Additional City of Lodi City Council Meetings

Jones & Stokes Associates and Mintier & Associates will attend up to two city council meetings to present the policy document and EIR and answer questions. Additional meetings will be billed on a time-and-materials basis using the billing rates presented in Exhibit B.

Task 7: Prepare Color General Plan Land Use Diagram

Using colored markers, Jones & Stokes Associates will prepare a color version of the general plan land use diagram (1 inch = 1,200 feet). One hundred copies of this map will be produced by offset printing for insertion into the final policy document. Our scope of work assumes that no additional changes in land use designations will need to be made to the land use diagram produced under Task 1.

Task 8: Reproduce Additional Copies of Final Background Report and Policy Document

Jones & Stokes Associates will submit 100 additional copies of these reports to the city for distribution. Our scope of work assumes that no additional changes will need to be made to the documents prepared under Task 5.

EXHIBIT B

JONES & STOKES ASSOCIATES, INC.

Standard Billing Rates Effective January 1, 1990

Billing rates are subject to revision effective
January 1 of each year

<u>Professional Classifications</u>	<u>Per Hour</u>
Principal	\$95.00
Principal Scientist/Engineer/Planner	85.00-90.00
Associate Principal	80.00-85.00
Senior Environmental Scientist/Engineer/Planner	80.00-85.00
Environmental Scientist/Engineer/Planner	75.00
Environmental Specialist IV	64.00
Environmental Specialist III	54.00
Environmental Specialist II	46.00
Environmental Specialist I	40.00
Technician/Trainee	33.00
<u>Administrative/Clerical Classifications</u>	
Production Supervisor	37.00
Writer/Editor	34.00
Delineator/Graphics	36.00
Librarian	32.00
Word Processor	32.00
Clerical Assistant	22.00
<u>Other Direct Charge Rates</u>	
Microcomputer Time	12.00/hour
Microcomputer Communications Time	30.00/hour
Report Production, Photocopying	0.08/page
Automobile Mileage	0.25/mile

Cost Reimbursement Charges

Travel costs are based on direct reimbursements for commercial transportation including auto rental. Costs for other commercial services (e.g., printing, computer time, laboratory fees, materials and supplies) are billed as direct reimbursement costs. A general and administrative charge of 8 percent will be added to all subcontractor and subconsultant costs.

Per diem is charged at \$83/day. A lodging surcharge may apply in high rate areas.

Delinquent Accounts

One and one-half (1.5) percent interest per month is charged for accounts delinquent over 60 days. This is an annual percentage rate (APR) of 19.6 percent.

CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: Finance Director

DATE: February 6, 1991

FROM: City Clerk

PROJECT NUMBER:

Request is made for funds to accomplish the following project which was not included in the current budget:

<u>Description of Project</u>	<u>Estimated Cost</u>
Amendment to Contract with Jones and Stokes Associates for General Plan Update to complete final phase of work	\$29,928

(If you need more space, use additional sheet and attach to this form)

Date of Approval - February 6, 1991

Amount Approved - \$29,928

Council _____xxx_____

City Manager _____

FUND OR ACCOUNT TO BE CHARGED

Current Budget \$ _____ Prior Year Reserve \$ _____

Contingent Fund \$29,928 _____ General Fund Surplus \$ _____

Capital Outlay Reserve \$ _____ Reimbursable Account \$ _____

Utility Outlay Reserve \$ _____ Other (Election) \$ _____

Hotel/Motel Tax Reserve -

General Fund Operating Reserve

Account Number

Robert H. Holm, Finance Director

Alice M. Reimche

Alice M. Reimche, City Clerk

Submit this form in duplicate to the Finance Director. Distribution after approval will be as follows: 1) Originating Department 2) Finance Department

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CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: Finance Director

DATE: February 6, 1991

FROM: City Clerk

PROJECT NUMBER: 010.0-045.01-323

Request is made for funds to accomplish the following project which was not included in the current budget:

Description of Project	Estimated Cost
Amendment to Contract ^{C-273} with Jones and Stokes Associates for General Plan Update to complete final phase of work	\$29,928

(If you need more space, use additional sheet and attach to this form)

Date of Approval - February 6, 1991

Amount Approved - \$29,928

Council xxx

City Manager

FUND OR ACCOUNT TO BE CHARGED

Current Budget \$ Prior Year Reserve \$

Contingent Fund \$29,928 General Fund Surplus \$

Capital Outlay Reserve \$ Reimbursable Account \$

Utility Outlay Reserve \$ Other (Election) \$

Hotel/Motel Tax Reserve -

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Robert H. Holm
Robert H. Holm, Finance Director

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